

OFFICE OF STRATEGIC SERVICES

Interoffice Memo

22 June 1944

TO: List S

SUBJECT: Regrading of Classified Matter

1. Security Order No. 4, governing classified material, requires the review at frequent intervals of such material with a view to its being downgraded as soon as possible. Such reclassification is necessary in the interests of security and efficiency and in order to make available badly needed safe storage space. With the passing of D-Day in Europe and the general progress of the war, it is particularly appropriate that material which was originally classified Top Secret, Secret or Confidential by this Agency should now be reviewed for reclassification downward.

2. Reclassification will be made in accordance with the following procedure:

a. Branch or Office Chiefs (or their appointees) should scrutinize all such material originated by their respective branches and reclassify it whenever deemed appropriate. Notification of reclassification should then be sent to all branch or office chiefs who received either the original material or copies thereof.

b. Branch or Office Chiefs (or their appointees) likewise should scrutinize all material in their custody originated by other branches. Wherever reclassification thereof is believed desirable, the originating branch should be notified and such question be referred to it for decision.

3. The names of individuals designated by the Director, Deputy Director, Branch or Division Heads, pursuant to Security Order No. 4, to grade or downgrade classified matter should be forwarded to the Security Office, 112 South Building.

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APPROVED:

Deputy Security Officer